

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 20**

**June 25, 2007**

**SUBJECT: DISTRIBUTION OF DEPARTMENT PUBLICATIONS VIA LAPD  
E-LEARNING**

**PURPOSE:** This Order implements the new primary procedure for the distribution and acknowledgement of Department publications. Department publications will be electronically distributed and acknowledged via LAPD e-Learning (e-Learning). Additionally, Department publications will continue to be available via the LAPD Reference tab on the Local Area Network (LAN).

**PROCEDURE:**

**I. USE OF DEPARTMENT PUBLICATION RECEIPT, FORM 01.42.00.**

Employees that do not have access to e-Learning shall continue to utilize the Department Publication Receipt.

The completion and distribution of this form has not changed.

**II. LAPD E-LEARNING DISTRIBUTION OF DEPARTMENT PUBLICATIONS.**

Department publications should be distributed via e-Learning. Therefore, employees who receive Department publications via e-Learning will no longer be required to sign a Department Publication Receipt. E-Learning will allow training coordinators to electronically document an employee's receipt of publications.

**III. EMPLOYEE'S RESPONSIBILITIES.** Employees shall be responsible for checking their e-Learning Course Roster every two weeks to ensure that they have received all of their Department publications.

**Note:** Employees that do not have access to e-Learning shall continue to utilize the Department Publication Receipt.

If, for any reason, the employee is unable to view Department publications via e-Learning, the employee shall contact his/her training coordinator or supervisor for further guidance.

**IV. TRAINING COORDINATOR'S RESPONSIBILITIES.** Training coordinators shall periodically conduct audits to ensure

employees are checking for Department publications on their e-Learning Course Roster.

**V. SUPERVISOR'S RESPONSIBILITIES.** Supervisors should periodically remind employees to check their e-Learning Course Roster.

**VI. COMMANDING OFFICER'S RESPONSIBILITIES.** Commanding officers shall ensure that employees receive all Department directives and training material in accordance with the designated distribution code in a timely manner.

**AMENDMENTS:** This Order amends Department Manual Sections 3/670.05 and 5/01.42.00.

**AUDIT RESPONSIBILITY:** The respective bureau commanding officers shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON  
Chief of Police

DISTRIBUTION "D"